




# Puerto Rico


**Became a Territory:** 1898  
**Population (1994 est.):**  
 3,804,000  
**Land Area (square miles):**  
 3,427


**Territorial Historical Records Coordinator:**  
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 Puerto Rico General Archives  
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 Telephone: (809) 722-2113

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>Territorial Archives Established:</b> 1955 <b>Territorial Records Management Initiated:</b> 1955 <b>Archives Placement:</b> Institute of Puerto Rican Culture, Puerto Rico General Archives <b>Records Management Placement:</b> General Services Administration, Public Documents Administration Program	<b>Total Budget, Territorial Archives (FY 1994):</b> \$534,786, plus \$1,074,922 in nonrecurring funding (grants, building construction, major purchases)  Territorial Archives funding has increased over last 2 years.



STAFFING		
<b>Archives FTEs (1994):</b> 15	<b>Salary ranges for entry level professionals</b> Archivist I \$9,060-10,680	


HOLDINGS				
<b>Territorial Archives</b>				<b>Records Center</b>
Paper records	Government	53,000	cu. ft.	No report received.
	Nongovernment	2,000	cu. ft.	
Photographs		150,000	items	
Film		3,000	items	
Maps		100,000	items	
Books		1,980	items	


ACCESS TO RECORDS IN STATE ARCHIVES		
<b>Reference services provided (FY 1994)</b> <b>Territorial Archives (estimates):</b> Individual daily visits12-15 per day Mail requests 5 per day Telephone requests20 per day  Reference activity has increased over last 2 years.	<b>Arrangement and description activities (FY 1994)</b> Records arranged and described 100 cu. ft.	
<b>Services provided free of charge:</b> Use of reference room Answers to research requests from inside and outside the territory	<b>Descriptions of holdings are provided through:</b> <b>Nonelectronic finding aids</b> available at the Territorial Archives describe 30% of holdings at the record group level and 20% at the series level.	
<b>Services provided for a fee:</b> Photocopies and faxes of documents or finding aids Typed certified copies or exemplifications Commercial use of documents/photos No new fees have been instituted in last 2 years.		

FACILITIES 	
<b>Territorial Archives Facilities</b> (owned) Constructed: 1887      Renovated: 1973 Total storage capacity: 80,000 cu. ft. Percent now occupied: 75% Will be full in 10+ years Major renovation planned  Existing environmental controls: 100%   year-round temperature controls 100%   year-round humidity controls 100%   fire detection 0%   fire suppression	<b>Records Center</b> No report received.

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
<b>Technical assistance provided by Territorial Archives (FY 1994):</b> No. completed                      40   (territorial agencies) 15   (local govt officials) 5   (nongov't repositories)  No. of agencies served       40   (territorial agencies) 15   (local govt officials) 5   (nongov't repositories)	<b>Services to territorial agencies</b> Consultation/advice Conservation/preservation services  <b>Services to local governments:</b> Training and consultation  <b>Nongovernment repositories</b> Training workshops  Territorial Archives serves as principal repository for original records from local governments.

MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
There are no centralized micrographic services for government agencies in Puerto Rico.	<b>Preservation activities by Territorial Archives (FY 1994)</b> No activity reported  Territorial Archives does not have a written preservation plan but does have a written disaster plan.  Territorial Archives does not have a preservation officer but does employ a trained, full-time conservator.

AUTOMATED APPLICATIONS 	
<b>Territorial Archives uses the following automation applications:</b> Finding aids                      Word Perfect, Microsoft Word Accessioning                    Word Perfect, Microsoft Word Inventory control               Word Perfect, Microsoft Word Correspondence               Microsoft Word Publications                      Pagemaker	<b>Electronic Mail</b> Territorial Archives does not have access to electronic mail.

ELECTRONIC RECORDS 
No activity reported

## RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



### Definition of a record

1979 statute.

### Public's right to access to government records

provided in statute.

### Restrictions to specific classes of records

provided, expire after 50 years.

### Permanent paper standards

1979 statute, guidelines.

### Optical imaging standards

1979 statute.

### Admissibility of microfilm

1979 statute, regulation

### Admissibility of optical images

1979 statute, regulation

### Admissibility of electronic records

1979 statute

### Theft/defacement of a public record

1979 statute.

### Replevin

1979 statute.

## INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

### Information Resources Management

No formal IRM structure in Puerto Rico government

### Information Policy Coordination

No formal Information Policy structure in Puerto Rico government

### Government Information Locator Service

No activity reported

## FOR FURTHER INFORMATION



### Territorial Archives and Records Management

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## Notes

### Program elements included in Archives budget and FTE figures:

The archives budget figures include most of the core elements found in typical state-level archives programs (appraisal, accessioning, processing, archival description and reference, records scheduling, and training).

### Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Nelly V. Cruz Rodríguez, Director & General Archivist, Puerto Rico General Archives, P.O. Box 4182, San Juan, Puerto Rico 00902. Telephone: (809) 722-2113.

Estimated State Population (July 1, 1994):  
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.